

### **Payroll Periods and Frequencies**

The following payroll periods and frequencies apply for all district employees:

- A. Ten-month employee – August 31 through May 31 (10 pay dates)
- B. Eleven-month employee – August 31 through June 30 (11 pay dates)
- C. Twelve-month employee – July 31 through June 30 (12 pay dates)

### **Pay Dates**

The normal pay dates for all employees are the last working day of the month. If the last working day of the month falls on a weekend, the pay date is the preceding Friday. If the last working day of the month falls on a district holiday, the pay date is the preceding workday. December pay dates will normally occur prior to the winter holiday break.

### **Deadlines**

Time reports are to be received by the Payroll Office on or before 4 p.m. on the third work day of the month except for December. Due to the early pay date in December, all time reports are to be received by the Payroll Office on or before 4 p.m. on December 1 or as identified in the notification sent out to all employees in November.

Written authorization for payroll deductions from pay warrants paid at the end of the month must be received by the Payroll Office not later than the tenth of the month prior to the deduction taking place.

### **Garnishment of Wages**

The district is required by law, when served with an income execution, wage assignment, Family Court Support Order, or federal-tax levy against an employee, to make deductions from the individual's wages until the debt has been satisfied, or as otherwise required by the order. Upon receipt of a garnishment order, the employee is sent notification of the order, and the Payroll Office establishes the deduction schedule according to the terms contained in the order or other notification. Unless otherwise directed, the maximum deduction from an employee's pay warrant will be 25 percent of net pay.

### **Underpayment/Overpayment of an Employee**

Once an overpayment has been substantiated, the Payroll Office will notify the employee. The employee and the district must sign a repayment agreement before the

collection of any monies. If an employee does not agree to sign a repayment agreement, the employee would then be advised that legal action may be taken to recover the overpayment. Overpayments to employees may be repaid by personal check, cash, or payroll deduction. Payroll deduction for salary overpayment may only be used if authorized by the employee. The overpayment must be recovered within the same tax year to be reflected on the current W-2.

Once an underpayment has been substantiated, the Payroll Office will notify the employee. Underpayments will be paid to the employee either through the next possible payroll warrant or through a separate warrant depending on the amount of payment and the timing of the payroll process.